

**COMMONWEALTH OF KENTUCKY**  
**Instructions for Obtaining a Kentucky State ABC License**

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**REQUIREMENTS:**

- a. You must be at least 21 years of age to apply.
- b. You must be a Ky. Resident for the past year unless you apply as a corporation, LLC or Ltd. Partnership.
- c. You must be a citizen of the US unless you apply as a corporation, LLC or Ltd. Partnership ownership.
- d. Individuals, partners, officers, directors or managers may not apply if, within the past 5 years, they have been convicted of any felony; or within the past 2 years have been convicted of any alcohol or controlled substance misdemeanor.

STEP 1. You must advertise your intention to apply for an ABC license(s) one time in a newspaper of general circulation in the area where the premises to be licensed is located. An officer of the newspaper must complete the affidavit of publication, which is enclosed. The completed affidavit and clipping must be attached to your application.

STEP 2. Answer all questions and have the form notarized. Incomplete or deficient applications delay processing and your application may be returned.

STEP 3. Attach a **certified check, cashier check, or money order payable to: Kentucky State Treasurer** for your application fee(s). See the attachment to determine the appropriate amount due based on license type and premises location.  
**WE MAY NOT ACCEPT CASH BY MAIL OR HAND DELIVERY!!!!!!**

STEP 4. All applicants are responsible for providing a recent copy (no more than 30 days old) of a **statewide** police criminal background check from all states where you have resided for the past (5) years. Attached are instructions on how to obtain a statewide criminal background check. For Kentucky dial (800) 928-6381 or go to [www.kycourts.ky.gov](http://www.kycourts.ky.gov)

STEP 5. If you apply as a corporation, limited partnership, or limited liability company, attach a copy of your articles of incorporation, partnership papers, or organizational papers from the Secretary of State. Your company must be approved to do business in the state of Kentucky and in good standing with the Kentucky Secretary of State's Office.

STEP 6. If you own the real estate where you proposed to sell alcoholic beverages, please attach a copy of a valid deed on file with the County Clerk. If you do not own the real estate where you are proposing to sell alcoholic beverages, please provide a copy of a current and fully executed lease. (Land contracts are not acceptable).

STEP 7. Contact the Kentucky Revenue Cabinet at (502) 564-3306 to obtain the proper Kentucky sales tax numbers for your business. Your license will not be issued without these numbers.

STEP 9. Attach any other required affidavits such as: fire marshal certificate of seating capacity for restaurants; surety bonds for manufacturers and wholesalers, etc.... Your Schedule(s) will list any attachments you need to make.

STEP 10. Take your application to your local ABC administrator and obtain their signature of approval on your state application.  
**(LOCAL LICENSING)** There may be local requirements and fees in addition to this state application you must meet. The longer your state application sits in the local office pending approval the longer it will take the state ABC to process your application. Therefore, it is to your advantage to forward your state application to Frankfort as soon as possible. Visit our web site for a list of the Local Administrator in your area at <http://abc.ky.gov/>

**(TIME)** New licenses take the State ABC Office approximately 30 – 60 days to process. If your license is not issued for any reason, you must submit a **written request for a refund**. The Office will retain \$50 of your application fee for processing costs.

**If you have any questions or need assistance, please contact our Office or visit our web site.**

**FRANKFORT:** Dept. of Alcoholic Beverage Control <http://abc.ky.gov>  
1003 Twilight Trail  
Frankfort, KY 40601-8400  
(502) 564-4850 phone  
(502) 564-1442 fax

**(FEDERAL LICENSE)** You are required to obtain a Federal "Special Occupational Tax" Stamp or a "Federal Basic Permit" from the Alcohol and Tobacco Tax and Trade Bureau (**TTB**).  
Forms and instructions are available on line at [www.ttb.gov](http://www.ttb.gov)  
By e-mail at: [ttbtaxstamp@ttb.gov](mailto:ttbtaxstamp@ttb.gov)  
By mail or in person listed below:

Alcohol and Tobacco Tax and Trade Bureau  
National Revenue Center, Suite 8002  
550 Main St., Cincinnati, Ohio 45202-5215  
(513) 684-3334 Cincinnati number  
(1-800-937-8864)

Revised 01/19/10

Commonwealth of Kentucky  
**Department of Alcoholic Beverage Control**  
1003 Twilight Trail  
Frankfort, Ky. 40601

(502) 564-4850 phone  
(502) 564-1442 fax

**HOW TO OBTAIN YOUR  
STATE CRIMINAL HISTORY INFORMATION GO TO THE TELEPHONE NUMBER OF WEB LINK BELOW**

**Alabama** 334-353-1172 [www.dps.state.al.us/public/abi/cic.asp](http://www.dps.state.al.us/public/abi/cic.asp)

**Alaska** 907-269-5767 [www.dps.state.ak.us/statewide/background/index.asp](http://www.dps.state.ak.us/statewide/background/index.asp)

**Arizona** 602-223-2222 [www.azdps.gov/reports/fingerprint/faq/default.asp](http://www.azdps.gov/reports/fingerprint/faq/default.asp)

**Arkansas** 501-618-8500 [www.asp.state.ar.us/demo/criminal/help\\_p2.php#122](http://www.asp.state.ar.us/demo/criminal/help_p2.php#122)

**California** Please contact our office for information.

**Colorado** 303-239-4208 <https://www.cbirecordscheck.com>

**Connecticut** 860-685-8480 [www.state.ct.us/dps/spbi.htm](http://www.state.ct.us/dps/spbi.htm)

**Delaware** Please contact our office for information.

**Florida** 850-410-8109 [www.fdle.state.fl.us/CriminalHistory/](http://www.fdle.state.fl.us/CriminalHistory/)

**Georgia** 404-986-5000 [www.ganet.org/gbi/crimhist.html](http://www.ganet.org/gbi/crimhist.html)

**Hawaii** 808-587-3100 [www.hawaii.gov/hcjdc/form.htm](http://www.hawaii.gov/hcjdc/form.htm)

**Idaho** 208-884-7130 [www.isp.state.id.us/identification/crime\\_history/index.html](http://www.isp.state.id.us/identification/crime_history/index.html)

**Illinois** 815-740-5160 [www.isp.state.il.us/crime/uciahome.cfm](http://www.isp.state.il.us/crime/uciahome.cfm)

**Indiana** 317-233-2010 [www.in.gov/ai/hr/verification.html](http://www.in.gov/ai/hr/verification.html)

**Iowa** 515-281-4776 [www.state.ia.us/government/dps/dci/crimhist.htm](http://www.state.ia.us/government/dps/dci/crimhist.htm)

**Kansas** 785-296-6518 [www.accesskansas.org/kbi/criminalhistory/](http://www.accesskansas.org/kbi/criminalhistory/)

**Kentucky** 800-928-6381 or 502-573-1682 [www.kycourts.ky.gov](http://www.kycourts.ky.gov) Effective January 19, 2010 all applicants that are Kentucky residents are required to obtain and submit their own Kentucky police record/criminal background check from the Kentucky Administrative Office of the Courts (KAOC). Kentucky ABC will no longer be accepting payment for or requesting criminal background checks on behalf of the applicant. Please go to the AOC website for full instructions on obtaining background checks. <http://www.courts.ky.gov/aoc/AOCFastCheck.htm>

**Louisiana** 225-925-6095 [www.lsp.org/who\\_support.html#criminal](http://www.lsp.org/who_support.html#criminal)

**Maine** 207-624-7240 [www.informe.org/PCR/](http://www.informe.org/PCR/)

**Maryland** 888-795-0011 [www.dpscs.state.md.us/publicservs/bgchecks.shtml](http://www.dpscs.state.md.us/publicservs/bgchecks.shtml)

**Massachusetts** 617-660-4600 <http://www.mass.gov/chsb/>

**Michigan** 517-322-1956 [www.michigan.gov/ichat](http://www.michigan.gov/ichat)

**Minnesota** 651-793-2400 [www.dps.state.mn.us/bca/CJIS/Documents/Page-3-1.html](http://www.dps.state.mn.us/bca/CJIS/Documents/Page-3-1.html)

**Mississippi** Please contact our office for information.

**Missouri** 573-526-6153 [www.mshp.dps.missouri.gov](http://www.mshp.dps.missouri.gov)

**Montana** 406-444-3625 [www.doj.state.mt.us/enforcement/backgroundchecks.asp](http://www.doj.state.mt.us/enforcement/backgroundchecks.asp)

**Nebraska** 402-471-4545 [www.nsp.state.ne.us/findfile.asp?ID=209](http://www.nsp.state.ne.us/findfile.asp?ID=209)

**Nevada** 775-687-1600 [www.nvrepository.state.nv.us/](http://www.nvrepository.state.nv.us/)

**New Hampshire** 603-271-2538 [www.state.nh.us/safety/nhsp/cr.html#criminal](http://www.state.nh.us/safety/nhsp/cr.html#criminal)

**New Jersey** 609-882-2000 ext 2918 [www.state.nj.us/lps/njsp/about/serv\\_chrc.html#background](http://www.state.nj.us/lps/njsp/about/serv_chrc.html#background)

**New Mexico** 505-827-9181 [www.dps.nm.org/faq/record\\_request.htm](http://www.dps.nm.org/faq/record_request.htm)

**New York** 518-485-7675 [www.criminaljustice.state.ny.us/ojis/recordreview.htm](http://www.criminaljustice.state.ny.us/ojis/recordreview.htm)

**North Carolina** [www.nccourts.org/citizens/GoToCourt/Default.asp?topic=1](http://www.nccourts.org/citizens/GoToCourt/Default.asp?topic=1)

**North Dakota** 701-328-5510 [www.ag.state.nd.us/bci/chr/chr.html](http://www.ag.state.nd.us/bci/chr/chr.html)

**Ohio** 740-845-2375 [www.webcheck.ag.state.oh.us](http://www.webcheck.ag.state.oh.us)

**Oklahoma** 405-848-6742 <http://www.osbi.state.ok.us/PublicServices.htm>

**Oregon** [http://egov.oregon.gov/osp/ID/does/crim\\_history.pdf](http://egov.oregon.gov/osp/ID/does/crim_history.pdf)

**Pennsylvania** 717-783-5494 <http://epatch.state.pa.us/Home.jsp>

**Rhode Island** 401-274-4400 <http://www.riag.ri.gov/criminal/bci.php>

**South Carolina** 803-737-9000 [www.sled.state.sc.us/default.htm](http://www.sled.state.sc.us/default.htm)

**South Dakota** 605-773-3331 [dci.sd.gov/administration/id/cch.htm](http://dci.sd.gov/administration/id/cch.htm)

**Tennessee** 304-625-5590 [www.tbi.state.tn.us/divisions/isd\\_riu\\_faqs.htm](http://www.tbi.state.tn.us/divisions/isd_riu_faqs.htm)

**Texas** 512-424-2079 [http://records.txdps.state.tx.us/dps\\_web/APP\\_PORTAL/index.aspx](http://records.txdps.state.tx.us/dps_web/APP_PORTAL/index.aspx)

**Utah** 801-965-4445 [bci.utah.gov/Records/RecOwnRecord.html](http://bci.utah.gov/Records/RecOwnRecord.html)

**Vermont** 802-244-8727 ext 5237 [www.dps.state.vt.us/cjs/recordcheck6.html](http://www.dps.state.vt.us/cjs/recordcheck6.html)

**Virginia** <http://www.vsp.state.va.us/cjis.htm>

**Washington** [watch.wsp.wa.gov/](http://watch.wsp.wa.gov/)

**West Virginia** Please contact our office for information.

**Wisconsin** 608-266-5764 [www.doj.state.wi.us/dles/cib/crimback.asp#Q9](http://www.doj.state.wi.us/dles/cib/crimback.asp#Q9)

**Wyoming** [attorneygeneral.state.wy.us/dci/chc.html](http://attorneygeneral.state.wy.us/dci/chc.html)

## HOW TO FIGURE STATE ABC LICENSE FEES (\$)

Revised 01/19/10

- Pick the County where your premises are to be located from this chart.
- Pick the month you want the license(s) to become effective.
- Which fee will you pay? ☐ A full Year Fee ☐ A half Year Fee
- Go to the back page of your application "Schedule" and find the exact dollar (\$) amount to pay.

County Code	Name of County	Full Years Fee	Half Years Fee
1.	Adair	May – October	November – April
2.	Allen	May – October	November – April
3.	Anderson	July – December	January – June
4.	Ballard	January - June	July - December
5.	Barren	May – October	November – April
6.	Bath	May – October	November - April
7.	Bell	June –November	December - May
8.	Boone	October – March	April – September
9.	Bourbon	July – December	January – June
10.	Boyd	July – December	January – June
11.	Boyle	June –November	December - May
12.	Bracken	July – December	January – June
13.	Breathitt	May – October	November - April
14.	Breckinridge	February – July	August - January
15.	Bullitt	February – July	August – January
16.	Butler	February – July	August – January
17.	Caldwell	April-September	October - March
18.	Calloway	April – September	October – March
19.	Campbell	November – April	May – October
20.	Carlisle	April – September	October – March
21.	Carroll	July – December	January – June
22.	Carter	July – December	January – June
23.	Casey	May – October	November – April
24.	Christian	April – September	October - March
25.	Clark	May – October	November – April
26.	Clay	May – October	November – April
27.	Clinton	May – October	November – April
28.	Crittenden	April – September	October – March
29.	Cumberland	April – September	October – March
30.	Daviess	February – July	August – January
31.	Edmonson	March – August	September – Feb.
32.	Elliott	May – October	November – April
33.	Estill	May – October	November – April
34.	Fayette by zip codes	By zip codes	By zip codes
	40501-40505	October - March	April - September
	40506-40509	November - April	May - October
	40510-41906	December - May	June - November
35.	Fleming	May – October	November – April
36.	Floyd	June – November	December – May
37.	Franklin	July – December	January – June
38.	Fulton	April – September	October – March
39.	Gallatin	July – December	January – June
40.	Garrard	June – November	December – May
41.	Grant	December – May	June – November
42.	Graves	April – September	October – March

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County Code	Name of County	Full Years Fee	Half Years Fee
43.	Grayson	March – August	September - February
44.	Green	March – August	September - February
45.	Greenup	July – December	January - June
46.	Hancock	January – June	July – December
47.	Hardin	February – July	August – January
48.	Harlan	June – November	December – May
49.	Harrison	June – November	December – May
50.	Hart	March – August	September - February
51.	Henderson	March – August	September – February
52.	Henry	July – December	January – June
53.	Hickman	April – September	October – March
54.	Hopkins	May – October	November – April
55.	Jackson	May – October	November – April
56.	Jefferson by zip codes	By Zip Codes	By Zip Codes
	40023	February – July	August - January
	40025 - 40027	March – August	September - March
	40041	June – November	December - May
	40059	March – August	September - January
	40118 - 40177	April – September	October - March
	40201 - 40202	December – May	June – November
	40203 - 40204	November – April	May – October
	40205	February – July	August – January
	40206	October – March	April - September
	40207 - 40209	June – November	December – May
	40210 - 40212	April – September	October – March
	40213 - 40216	March – August	September – February
	40217 - 40218	February – July	August – January
	40219	March – august	September – February
	40220 - 40242	February – July	August – January
	40243 – 40256	March – August	September – February
	40257	June – November	December – May
	40258	October – March	April – September
	40259	March – August	September – February
	40261 – 40266	December – May	June – November
	40268	October – March	April – September
	40269	March – August	September - February
	40270 – 40289	October – March	April – September
	40290 – 40291	November – April	May – October
	40292	June – November	December – May
	40293 – 40298	November – April	May – October
	40299	March – August	September – February
57.	Jessamine	May – October	November – April
58.	Johnson	June - November	December - May
59.	Kenton	December – May	June – November
60.	Knott	May – October	November - April
61.	Knox	June - November	December - May
62.	Larue	March – August	September - February

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County Code	Name of County	Full Years Fee	Half Years Fee
63.	Laurel	June - November	December - May
64.	Lawrence	May - October	November - April
65.	Lee	May - October	November - April
66.	Leslie	May - October	November - April
67.	Letcher	June - November	December - May
68.	Lewis	July - December	January - June
69.	Lincoln	May - October	November - April
70.	Livingston	April - September	October - March
71.	Logan	May - October	November - April
72.	Lyon	April - September	October - March
73.	McCracken	April - September	October - March
74.	McCreary	January - June	July - December
75.	Mc Lean	March - August	September - February
76.	Madison	June - November	December - May
77.	Magoffin	June - November	December - May
78.	Marion	May - October	November - April
79.	Marshall	April - September	October - March
80.	Martin	May - October	November - April
81.	Mason	July - December	January - June
82.	Meade	February - July	August - January
83.	Menifee	May - October	November - April
84.	Mercer	May - October	November - April
85.	Metcalfe	April - September	October - March
86.	Monroe	April - September	October - March
87.	Montgomery	June - November	December - May
88.	Morgan	May - October	November - April
89.	Muhlenberg	May - October	November - April
90.	Nelson	May - October	November - April
91.	Nicholas	July - December	January - June
92.	Ohio	March - August	September - February
93.	Oldham	July - December	January - June
94.	Owen	February - July	August - January
95.	Owsley	May - October	November - April
96.	Pendleton	July - December	January - June
97.	Perry	June - November	December - May
98.	Pike	July - December	January - June
99.	Powell	May - October	November - April
100.	Pulaski	June - November	December - May
101.	Robertson	July - December	January - June
102.	Rockcastle	May - October	November - April
103.	Rowan	July - December	January - June
104.	Russell	May - October	November - April
105.	Scott	July - December	January - June
106.	Shelby	July - December	January - June

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4. Go to the back page of your application "Schedule" and find the exact dollar (\$) amount to pay.

County Code	Name of County	Full Years Fee	Half Years Fee
107.	Simpson	May – October	November - April
108.	Spencer	February – July	August – January
109.	Taylor	May – October	November - April
110.	Todd	May – October	November – April
111.	Trigg	April – September	October – March
112.	Trimble	February – July	August – January
113.	Union	March – August	September - February
114.	Warren	May – October	November - April
115.	Washington	May – October	November – April
116.	Wayne	May – October	November – April
117.	Webster	March – August	September - February
118.	Whitley	June – November	December - May
119.	Wolfe	July – December	January – June
120.	Woodford	July – December	January - June

**EXAMPLE OF PUBLIC NOTICE  
WHEN APPLYING FOR AN ABC LICENSE**

KRS 243.360 requires a person to first advertise their intention to apply for these licenses in the newspaper. Please use the following to assist you with this requirement. Place your advertisement in the legal section of the newspaper having the largest circulation for the county or city where your premises will be located.

**YOUR ADVERTISEMENT SHOULD READ AS FOLLOWS:  
(Fill in the blanks)**

\_\_\_\_\_, Mailing address  
(List the Name of each individual owner(s) or the name of the Corporation, Ltd, or L.L.C. the license will be issued under)

\_\_\_\_\_ Hereby declares intention(s)  
(Include Street, City, State and Zip)

to apply for a \_\_\_\_\_ license(s)

(List all license types you are applying for. (Example) Retail Beer, Retail Liquor by the Drink, Retail Liquor by the Package, Restaurant Liquor by the Drink, Restaurant Wine by the Drink, Alcoholic Beverage Caterer's, Retailer's Liquor Drink Sampling, Retailer's Liquor Package Sampling, Alcoholic Beverage Limited Restaurant by the Drink, Alcoholic Beverage Golf by the Drink, and so on...)

(Be sure to refer to your ABC Schedule form for a complete list of all the license types you are making application for.)

no later than \_\_\_\_\_, The business to be licensed will be  
(Enter the date you intend to make application to the State ABC)

located at \_\_\_\_\_ Kentucky \_\_\_\_\_  
(List the EXACT street address and city where the ABC license is to be issued) (Zip)

doing business as \_\_\_\_\_  
(List the name of your business (D.B.A.))

The (owner(s); Principal Officers and Directors; Limited Partners; or Members) are as follows:

_____	_____	of _____
Title or position	Name	Home address, city, state and zip code
_____	_____	of _____
Title or position	Name	Home address, city, state and zip code
_____	_____	of _____
Title or position	Name	Home address, city, state and zip code
_____	_____	of _____
Title or position	Name	Home address, city, state and zip code
_____	_____	of _____
Title or position	Name	Home address, city, state and zip code
_____	_____	of _____
Title or position	Name	Home address, city, state and zip code

Any person, association, corporation, or body politic may protest the granting of the license(s) by writing the Office of Alcoholic Beverage Control, 1003 Twilight Trail, Frankfort, Ky. 40601-8400, within 30 days of the date of this legal publication. (End of advertisement)

**Forward a clipping of this advertisement along with the Affidavit of Publication to:**

Kentucky Office of Alcoholic Beverage Control  
1003 Twilight Trail  
Frankfort, Kentucky 40601-8400  
(502) 564-4850 phone  
(502) 564-1442 fax



Commonwealth of Kentucky  
Dept. of Alcoholic Beverage Control  
1003 Twilight Trail  
Frankfort, Kentucky 40601-8400

(502) 564-4850 phone  
(502) 564-1442 fax

**AFFIDAVIT OF PUBLICATION**

**Attesting Publication of Intention to Engage in an  
Alcoholic Beverage Business**

GLUE OR  
TAPE  
CLIPPING  
HERE

The following Affidavit of Publication is to be executed by an officer of the newspaper in which the application advertised, one time before the date of application for an alcoholic beverage license, his/her intention to engage in the business authorized by the license(s) applied for. A clipping of the advertisement must be attached to this Affidavit of Publication.

\_\_\_\_\_ of \_\_\_\_\_  
(Name of Officer at Newspaper) (City) (State)

Being first duly sworn, says that he / she is \_\_\_\_\_  
(Title of Position at Paper)

of the \_\_\_\_\_ a newspaper printed and published in the  
(Name of Newspaper)

State of \_\_\_\_\_ County of \_\_\_\_\_, and having a general circulation in the County of

\_\_\_\_\_, Kentucky, and that the attached advertisement is a true copy and has been

Published in said newspaper on the following date(s): \_\_\_\_\_

Signature of Officer \_\_\_\_\_

Subscribed and sworn to before me, a Notary Public within and for the State and County aforesaid, by

\_\_\_\_\_ to me personally known, this \_\_\_\_\_ day of \_\_\_\_\_ (year) \_\_\_\_\_

My Commission expires the \_\_\_\_\_ day of \_\_\_\_\_ (year) \_\_\_\_\_

County of \_\_\_\_\_ Notary Public \_\_\_\_\_

**THIS AFFIDAVIT PROPERLY EXECUTED MUST BE ATTACHED TO THE ABC APPLICATION FOR  
LICENSING.**

**SELF-CERTIFICATION FOR COMPLIANCE WITH**

***KRS 164.772 Default in repayment obligation under financial assistance program – Professional licensing and certification – Notification.***

This form must be completed (signed and dated) by all persons interested in this application, including, but not limited to, officers, partners, and managing members.

If this involves more than one person, make copies in order that each such interested person completes this form.

**Certification of Repayment of Educational Financial Assistance**

I, \_\_\_\_\_, am an applicant for a license related to alcohol or alcoholic beverages issued by the Kentucky Office of Alcoholic Beverage Control. I hereby certify that I am not in default of a repayment obligation, such as a student loan repayment, under any financial program administered by the Kentucky Higher Education Assistance Authority (KHEAA).

\_\_\_\_\_  
Signature of applicant

\_\_\_\_\_  
Date

**RETURN THIS COMPLETED FORM TO STATE ABC ALONG WITH YOUR APPLICATION**

COMMONWEALTH OF KENTUCKY  
DEPARTMENT OF ALCOHOLIC BEVERAGE CONTROL

1003 Twilight Trail  
Frankfort, Kentucky 40601-8400  
502.564.4850 phone  
502.564.1442 fax

Site I.D. #

**"BASIC APPLICATION FOR ALCOHOLIC BEVERAGE LICENSES"**

*Applications may be returned if not all questions are answered completely.*

**Leave Blank – For ABC Use Only**

License # \_\_\_\_\_ \$ \_\_\_\_\_ Val. \_\_\_\_\_ License # \_\_\_\_\_ \$ \_\_\_\_\_ Val. \_\_\_\_\_  
License # \_\_\_\_\_ \$ \_\_\_\_\_ Val. \_\_\_\_\_ License # \_\_\_\_\_ \$ \_\_\_\_\_ Val. \_\_\_\_\_

Malt Beverage Administrator's Approval \_\_\_\_\_ Date \_\_\_\_\_

Distilled Spirits Administrator's Approval \_\_\_\_\_ Date \_\_\_\_\_

(A) 1. Applicant's name(s) or company to be licensed \_\_\_\_\_  
DBA (Name of Business) \_\_\_\_\_  
Address of premises to be licensed \_\_\_\_\_  
City \_\_\_\_\_ County \_\_\_\_\_ State \_\_\_\_\_ 9 digit zip code \_\_\_\_\_  
Mailing address if different from above \_\_\_\_\_  
Contact person 8:00 am – 4:30 pm \_\_\_\_\_ e-mail address \_\_\_\_\_  
Contact phone \_\_\_\_\_ Fax \_\_\_\_\_ Premises phone \_\_\_\_\_  
List all ABC Schedule(s) you have attached \_\_\_\_\_ Fee enclosed \$ \_\_\_\_\_

(B) 2. Tax numbers (must be issued in the applicant's name).

Ky. Sales & Use Tax # \_\_\_\_\_

Ky. Withholding Tax # \_\_\_\_\_

Ky. Corporate Tax # \_\_\_\_\_

Federal EIN # \_\_\_\_\_

(C) 3. List all types of licenses you are applying for \_\_\_\_\_

4. What Month do you want your license(s) to become effective? \_\_\_\_\_

5. Describe the type of business you will operate and list how you will sell alcoholic beverages. \_\_\_\_\_

Check all boxes that apply: Beer: By the drink only, By the package only, Both by the drink and package.  
Wine Distilled Spirits: By the drink only, By the package only, Both by the drink and package.

6. Are you the owner of the real estate where these premises are to be licensed? ..... ☐ Yes ☐ No

If no, you **must attach** a signed copy of your lease. ABC **will not** issue or renew any license(s) unless this lease extends through the full period of your license expiration date.

List the name of the owner of the premises real estate \_\_\_\_\_ Give date lease expires \_\_\_\_\_

(D) 7. Complete the following for the business proprietor, partner(s) and all persons interested in the business to be licensed. List all owners, officers, directors, partners, managing members, members, and shareholders (unless publicly held). Show 100% of the ownership.

***If additional space is needed, please make an attachment.***

NAME AND ADDRESS	ALL PHONE NUMBERS H = HOME W = WORK F = FAX O = OTHER	SOCIAL SECURITY NUMBER	TITLE	USA CITIZEN	DATE OF BIRTH	LIST DATE & STATE WHERE YOU RESIDED IN PAST 5 YRS.	% OF OWNERSHIP
	H W F O			<input type="checkbox"/> Yes <input type="checkbox"/> No			%
	H W F O			<input type="checkbox"/> Yes <input type="checkbox"/> No			%
	H W F O			<input type="checkbox"/> Yes <input type="checkbox"/> No			%

***Please state in section D7 if this is a publicly held company.***

- (E) 8. Is the applicant a corporation, limited partnership, or limited liability company, in good standing with the Ky. Secretary of State?.....☐Yes ☐No  
 List the State Incorporated or organized in \_\_\_\_\_  
Attach a copy of your Articles of Incorporation or Articles of Organization.  
 If incorporated or organized in another state, attach a Certificate of Authority to do business in Kentucky.
9. Is the entire license fee paid by the applicant and by no other person?.....☐Yes ☐No
10. Are the premises to be licensed located within an incorporated city or town?.....☐Yes ☐No  
 If yes, list the name of the city or town \_\_\_\_\_
11. Have you ever been licensed to sell alcoholic beverages?.....☐Yes ☐No  
 If yes, give the name of the state and license number(s) \_\_\_\_\_  
 If in Kentucky, are you transferring this license to a new location?.....☐Yes ☐No
12. Does anyone named in section D 7 of this application have any interest in any kind of alcoholic beverage business or the premises of any alcoholic beverage business other than that for which you are herein applying?.....☐Yes ☐No  
 If yes, describe the interest(s) \_\_\_\_\_
13. Has the applicant or any person named in section D 7 been convicted of any felony in the past five (5) years or been convicted of a misdemeanor directly or indirectly related to alcohol or a controlled substance within the past two (2) years?.....☐Yes ☐No  
 If yes, you must attach a statement giving a full explanation, including date(s) of conviction(s).
14. Has a license been suspended or revoked or denied for the premises to be licensed or any person named in section D7 of this Application herein? If yes, attach a statement giving a full explanation, including dates of suspension, revocation, or denial.....☐Yes ☐No
15. Are the premises to be licensed and the entrance located on the street level?.....☐Yes ☐No  
 If no, is the business a hotel, club or restaurant?.....☐Yes ☐No
16. a. Have the premises applied for been licensed to sell alcoholic beverages in the past twelve months?.....☐Yes ☐No  
 b. Are the premises currently licensed?.....☐Yes ☐No  
 c. If yes, give the Kentucky License number (s) \_\_\_\_\_  
 d. Is the license being transferred to you?.....☐Yes ☐No  
 e. Are you acquiring an interest in the existing business?.....☐Yes ☐No  
 If yes, check all the following boxes that apply to you. ☐ Inventory ☐ Fixtures and Equipment ☐ Ownership by purchase of shares  
☐ Ownership by purchase of assets ☐ Leases ☐ Other \_\_\_\_\_

(F) 17. **THE SELLER SHOULD COMPLETE THIS SECTION IF QUESTION# 16 HAS BEEN ANSWERED "YES" OR IF SOMEONE IS TRANSFERRING THEIR LICENSE (S) TO YOU.**

I (we), \_\_\_\_\_ the seller(s) or owner(s) of the business known  
 (Enter the exact name(s) that appears on the current license(s))  
 as \_\_\_\_\_ located at \_\_\_\_\_ Kentucky, am the holder of a  
☐ Malt Beverage (beer) ☐ Liquor by Drink ☐ Liquor by Package ☐ \_\_\_\_\_ (other) license(s). The license number(s) is  
 (are) \_\_\_\_\_. I hereby represent that I have agreed to convey all license privileges (permitted by law) to

\_\_\_\_\_. I (we) understand that I (we) may not relinquish control of the business,  
 (Enter the exact name(s) that is applying to become the new licensee)  
 premises, or my interest in the licenses until such time as the buyer's application has been approved by the Office of Alcoholic Beverage Control.

**Signature of Seller** \_\_\_\_\_ Title \_\_\_\_\_ Date \_\_\_\_\_

(If a partnership, all partners must sign. If a corporation, only one officer must sign)

Sworn or affirmed before me on this \_\_\_\_\_ day of \_\_\_\_\_, year of \_\_\_\_\_. My Commission expires \_\_\_\_\_

Notary Public \_\_\_\_\_ County of \_\_\_\_\_ State of \_\_\_\_\_

(Canadian applicants are exempt from this notary requirement)

(G) 18. **AFFIDAVIT OF BUYER OR NEW PERSON APPLYING FOR THE ABC LICENSE (S)**

I, \_\_ (print your name here) \_\_\_\_\_, do hereby swear or affirm that all statements contained in this application and all its attachments are true and correct to the best of my knowledge, information and belief. I further agree that I shall not engage in any activity involving alcoholic beverages at the premises described herein until I have been issued the appropriate license(s) by the Department of Alcoholic Beverage Control. Once the license(s) is issued, I hereby swear or affirm that I shall abide by all state and local statutes, regulations, and ordinances relating to the manufacture, sale, use, and trafficking in alcoholic beverages. I also swear or affirm that no persons listed in Section D-7 of this application are in default of a repayment obligation, such as a student loan repayment, under any financial program administered by a Kentucky Higher Education Assistance Authority (KHEAA). KRS 164.772.

**Signature of Buyer or New Applicant** \_\_\_\_\_ Title \_\_\_\_\_ Date \_\_\_\_\_

Sworn or affirmed before me on this \_\_\_\_\_ day of \_\_\_\_\_, year of \_\_\_\_\_. My Commission expires \_\_\_\_\_

Notary Public \_\_\_\_\_ County of \_\_\_\_\_ State of \_\_\_\_\_

(Canadian applicants are exempt from this notary requirement)

**SCHEDULE "F"**  
**FOOD RELATED LICENSE**

LEAVE BLANK – FOR ABC USE ONLY

License Number \_\_\_\_\_ \$ \_\_\_\_\_ Validating Number \_\_\_\_\_ License Number \_\_\_\_\_ \$ \_\_\_\_\_ Validating Number \_\_\_\_\_

State Administrator's Approval \_\_\_\_\_ Date \_\_\_\_\_

(A). Applicant's name(s) or company to be licensed \_\_\_\_\_

D.B.A. (Name of Business) \_\_\_\_\_

Address of premises to be licensed \_\_\_\_\_

(B). 1. Are you applying for a **Restaurant Liquor & Wine by the Drink License?**.....☐ Yes ☐ No  
If yes, do you meet the qualifications of 804 KAR 9:010 by being a restaurant that receives at Least 50% of your gross annual income from the sale of food and has a minimum seating Capacity of 100 persons at tables?..... ☐ Yes ☐ No  
(Attach copy of your Food Service Permit issued by the Department of Health.)

1a. Are you applying for a **Retailer's Liquor Drink Sampling License?**.....☐ Yes ☐ No  
If yes, KRS 244.050 requires you to hold an active Kentucky Retail Distilled Spirits & Wine by the Drink License.  
List your Kentucky Distilled Spirits & Wine by the Drink License Number at the Sampling Location. \_\_\_\_\_

2. Are you applying for a **Caterer's License** at premises that contain a commissary? KRS 243.033, 804 KAR 4:310.....☐ Yes ☐ No  
If yes, attached a copy of your food service permit issued by the local health department? .....☐ Yes ☐ No

3. Are you applying for a **Restaurant Wine by the Drink License?**.....☐ Yes ☐ No  
If yes, do you meet the qualifications of KRS 243.032 receiving at least 50% of your gross annual income from the sale of food and have a minimum seating capacity of 50 persons at tables? .....☐ Yes ☐ No

4. Are you applying for a **Retail Beer License?** .....☐ Yes ☐ No  
If yes, Under KRS 243.280 premises used for the sales of gasoline and lubricating oil or for the servicing and repair of motor vehicles must maintain an inventory of not less than \$5,000 in food, groceries, and related products valued at cost.

4a. Do you meet this requirement?.....☐ Yes ☐ No

5. Are you applying for a **Supplemental Bar Liquor License?**.....☐ Yes ☐ No  
If yes, under KRS 243.037, KRS 241.010(49) how many additional bars do you wish to license? \_\_\_\_\_

6. Are you applying for a **Special Sunday Retail Liquor by the Drink License?**.....☐ Yes ☐ No  
If yes, under KRS 244.290 check which license type you will qualify to hold.  
☐ a **LS Sunday** (available only to holders of a restaurant liquor drink license, that seat at least 100 persons for dining and receive at least 50% of its gross annual income from the sale of food where a local ordinance has approved Sunday sales.)  
☐ a **SD Sunday** (available only to holders of a liquor drink license in Kenton and Campbell counties voted to extend Sunday sales by election.)

(C). I do hereby solemnly swear or affirm that all statements contained in this application and all attachments are true and correct to the best of my knowledge, information and belief. I incorporate this schedule into my ABC basic application for a Kentucky alcoholic beverage license. I understand I may not begin to operate with alcohol activity until the Kentucky ABC Office has issued my license(s). I further swear or affirm I shall abide by all state and local statutes, regulations, and ordinances relating to the manufacture, sale, and use of and trafficking in alcoholic beverages.

Signature of Applicant \_\_\_\_\_ Title \_\_\_\_\_ Date \_\_\_\_\_

(D). Your Local ABC Administrator must approve this application before it is forwarded to the State ABC. Take or mail this application, the ABC Basic application, fees, and all attachments to your Local ABC Administrator. Obtain their signature of approval below or make arrangements for this approval to be sent to the State ABC Office in Frankfort, Kentucky.

This certifies that the applicant(s) herein above named have been approved for the types of licenses applied for and for the Premises above specified.

SIGNATURE OF APPROVAL OF LOCAL ABC ADMINISTRATOR \_\_\_\_\_ DATE \_\_\_\_\_

☐ City of \_\_\_\_\_ Administrator or the ☐ County of \_\_\_\_\_ Administrator

You may now forward this application, the ABC Basic application, all attachments, and your state license fee to:

Office of Alcoholic Beverage Control  
1003 Twilight Trail  
Frankfort, Kentucky 40601-8400  
Telephone (502) 564-4850  
Fax (502) 564-1442

To determine the ABC license fee, find the license type(s) in the left column, and then move right across the table to the month that the license will become effective.

**Attach a certified check, cashier check, or a money order for your license fees. NO CASH!**

## TYPES OF LICENSES & FEES

Site ID

**To determine the ABC license fee, find the license type(s) in the left column, and then move right across to the fee table.  
Attach a certified check, cashier check, or a money order for your license fees. NO CASH!**

<u><b>LICENSE TYPE</b></u>	<b>PREFIX</b>	<b>✓</b>	<b>FULL YEAR FEE Pay this amount</b>	<b>HALF YEAR FEE Pay this amount</b>
<input type="checkbox"/> <b>RESTAURANT LIQUOR DRINK</b> ( <i>liquor / wine</i> ) <i>To determine if this type of license is available in your area, see page 2 of the State Instruction Sheet. 804 KAR 9:010</i>	RD	<input type="checkbox"/>	Pay fee for the largest city in the county to be licensed.	Pay fee for the largest city in the county to be licensed.
<input type="checkbox"/> <b>SUPPLEMENTAL BAR</b> ( <i>liquor / wine by drink</i> ) per bar <i>How many _____ (not available for RWL's)</i> <i>KRS 243.037 &amp; KRS 241.010(49)</i> <i>To determine if this type of license is available in your area, see page 2 of the State Instruction Sheet.</i>	SBL	<input type="checkbox"/>	1 <sup>st</sup> . Class City 1,000.00 2 <sup>nd</sup> . Class City 700.00 3 <sup>rd</sup> . Class City 600.00 4 <sup>th</sup> . Class City 500.00	1 <sup>st</sup> . Class City 500.00 2 <sup>nd</sup> . Class City 350.00 3 <sup>rd</sup> . Class City 300.00 4 <sup>th</sup> . Class City 250.00
<input type="checkbox"/> <b>RESTAURANT WINE DRINK</b> ( <i>wine only</i> ) <i>KRS 243.032</i>	RWL	<input type="checkbox"/>	500.00	250.00
<input type="checkbox"/> <b>MALT BEVERAGE RETAIL BEER</b> ( <i>beer only</i> ) <i>KRS 243.280</i>	B	<input type="checkbox"/>	200.00	100.00
<input type="checkbox"/> <b>CATERER'S LICENSE</b> ( <i>beer / liquor / wine</i> ) <i>KRS 243.033 &amp; 804 KAR 4:310</i>	CL	<input type="checkbox"/>	800.00	400.00
<input type="checkbox"/> <b>SPECIAL SUNDAY RETAIL DRINK</b> ( <i>liquor / wine</i> )	LS	<input type="checkbox"/>	500.00	250.00
<input type="checkbox"/> <b>SPECIAL SUNDAY RETAIL DRINK</b> ( <i>liquor / wine</i> )	SD	<input type="checkbox"/>	500.00	250.00
<input type="checkbox"/> <b>RETAIL'S LIQUOR DRINK SAMPLING</b> ( <i>liquor / wine</i> ) <i>(Available only to holders of Liquor by the Drink Licenses)</i> <i>KRS 244.050</i>	DRS	<input type="checkbox"/>	100.00	50.00
<b>TOTALS</b>				

KRS 243.360 requires an applicant to first advertise their intention to apply for these licenses in the newspaper. Please use the attached example to assist your with this requirement. (If you are currently licensed and only adding a supplemental liquor bar or Sunday license to your premises you are not required to run this new advertisement.)

Place your advertisement in the legal section of the newspaper having the largest circulation for the county or city where your premises will be located.

After your advertisement has appeared in the paper, obtain a clipping from the paper and attach the Affidavit of Publication to your ABC application. The Affidavit of Publication is enclosed and should be completed by an official of the newspaper where the advertisement appeared.

### CHECK LIST

- |  |  |
|--|--|
| 1. Have you answered each question fully and checked the types of licenses you are applying for?   | <input type="checkbox"/> Yes <input type="checkbox"/> No |
| 2. Has the buyer and seller (if applicable) signed and had this application notarized?   | <input type="checkbox"/> Yes <input type="checkbox"/> No |
| 3. <b>We may not accept cash.</b> Have you attached a certified check, cashier check or money order, payable to:<br>Kentucky State Treasurer for your license fees and a separate check for your Kentucky background checks? | <input type="checkbox"/> Yes <input type="checkbox"/> No |
| 4. Have you attached a certified copy of your newspaper advertisement for this License(s)?   | <input type="checkbox"/> Yes <input type="checkbox"/> No |
| 5. Have you attached articles of incorporation, partnership papers, or other Organizational papers?  | <input type="checkbox"/> Yes <input type="checkbox"/> No |
| 6. Have you attached a signed copy of your lease that does not expire before your license?   | <input type="checkbox"/> Yes <input type="checkbox"/> No |
| 7. Have you secured the signature of approval from your local ABC Administrator on this application?   | <input type="checkbox"/> Yes <input type="checkbox"/> No |
| 8. If you are applying for a Caterer's license, have you attached a copy of your food service permit?  | <input type="checkbox"/> Yes <input type="checkbox"/> No |
| 9. If you are applying for a Restaurant Liquor by the Drink License, have you attached a certificate of documentation of<br>Seating Capacity by the Fire Marshal's office or its equivalent?                                 | <input type="checkbox"/> Yes <input type="checkbox"/> No |

KY ABC-Remittance Form  
January 19, 2010

Commonwealth of Kentucky  
**Dept. of Alcoholic Beverage Control**  
1003 Twilight Tr.  
Frankfort, Ky. 40601-8400  
<http://abc.ky.gov/>

(502) 564-4850 Phone  
(502) 564-1442 Fax

*If you are making payment with a credit card or by EFT please provide the following information.*

Print Name (as it appears on credit card) \_\_\_\_\_ Telephone No. \_\_\_\_\_

Billing Address \_\_\_\_\_

Account Number \_\_\_\_\_ Expiration Date (Month and Year) \_\_\_\_\_

***Check your method of payment***

AMOUNT \$ \_\_\_\_\_

☐ Visa

☐ MasterCard

☐ Discover

☐ EFT (Bank Name) \_\_\_\_\_, (Routing #) | : \_ \_ \_ \_ \_ | : (Checking Account #) \_ \_ \_ \_ \_ | :

***Reason for your payment***

☐ ABC Licensing ☐ STAR Training ☐ ABC Fine ☐ Tobacco Fine ☐ Open Records Request

Credit or apply this payment to: (Name) \_\_\_\_\_ (DBA) \_\_\_\_\_

Site I.D.# \_\_\_\_\_ License # \_\_\_\_\_ (Phone) (\_\_\_\_\_) \_\_\_\_\_ - \_\_\_\_\_.

### **Alcoholic Beverage Information Letter**

The City of Florence has agreed to share the KY State ABC applications. Therefore, make a copy of all of your State ABC application(s) and attachments. Submit all ABC applications, attachments including City and State ABC Fees, (see enclosures for fee schedule) all copies, and the City of Florence/Boone County Occupational License application (if you have not already secured one) to the City of Florence.

The legal advertisement must be placed in the **Boone County Recorder (513-242-4000)**.  
Kentucky Office Location: 226 Grandview Dr. Ft Mitchell, KY 41017.

Upon approval of the City, the State applications and fees will be forwarded to the State ABC Office in Frankfort, KY.

The City license(s) will not be issued until:

- (1) The state license(s) have been issued and a copy of same submitted to the City of Florence.
- (2) The Occupational License has been secured.

**NO ALCOHOLIC BEVERAGES MAY BE STOCKED AND/OR SOLD WITHOUT BENEFIT OF THE CITY OF FLORENCE AND STATE LICENSE(S).**

#### **HOURS OF OPERATIONS:**

**Malt Beverage Retail** 6:00 a.m. to 2:30 a.m. daily except Sunday  
and from 11 a.m. to Midnight on Sunday.

**Retail Package** 6:00 a.m. to 1:00 a.m. daily except Sunday  
and from 11:am to Midnight on Sunday.

**Retail Drink** 6:00 a.m. to 2:30 a.m. daily except during the period  
between 2:30 a.m. Sunday to 6:00 a.m. Monday.

**Sunday Limited Drink** 1:00 p.m. until midnight (only for holders of Distilled Spirits & Wine Retail Drink Licenses provided they meet the criteria of Hotels, Motels & Restaurants that have dining facilities with a minimum seating capacity of 100 people and 50% or more of their gross annual income from the dining facilities is from the sale of food).

For copies of the City of Florence Ordinance(s) or additional information, please contact  
Belinda Nitschke @ 859-647-5413.



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**CITY OF FLORENCE ALCOHOLIC BEVERAGE LICENSE FEES**

<b><u>License Type</u></b>	<b><u>Fee</u></b>
1. Distilled spirits license:	
Distilled spirits and wine retail package	\$ 800.00 per annum
Distilled spirits and wine retail drink	\$ 800.00 per annum
Motel drink	\$ 800.00 per annum
Restaurant drink	\$ 800.00 per annum
Supplemental bar	\$ 800.00 per annum
2. Distilled spirits and wine special temporary license	\$ 133.33 per event
3. Special temporary wine license	\$ 50.00 per event
4. Special private club	\$ 300.00 per annum
5. Restaurant wine:	
New applications	\$ 600.00 per annum
Applications for renewal	\$ 400.00 per annum
6. Convention Center license	\$2000.00 per annum
7. Malt beverage retail	\$ 200.00 per annum
8. Special temporary malt beverage retail	\$ 25.00 per event
9. Sunday limited drink	\$ 300.00 per annum

If the license is issued between January 1 and June 30, the fee is ½ of the per annum fee.